Job Title: Maintenance Mechanic III

Department: Environmental Services

Immediate

Supervisor: Operations Supervisor - Reclamation

Origination Date:	05/18/2007
Revision Date:	07/01/2012
Job Grade	808
FLSA Status	Non-exempt

BRIEF DESCRIPTION OF THE JOB:

Performs skilled work in the installation, maintenance, and repair of machinery and equipment at water and wastewater treatment facilities and wastewater collection system facilities. Position requires a strong knowledge in mechanical maintenance, and advanced skills in electrical troubleshooting, hydraulics, PLC's and VFD's. Work involves prioritizing and scheduling routine and emergency repairs, developing proactive maintenance schedules, troubleshooting mechanical and electrical equipment, and performing complex repair procedures. Maintains computerized work order system, asset management, and preventative maintenance programs. Interpets diagrams and schematics. Monitors and controls budget costs. Position functions as a lead mechanic, provides input on performance, and provides leadership and direction to subordinates in the day-to-day work activities within the maintenance field. Makes recommendations to supervisors, provides training, analyzes data, and prepares reports. Manages and coordinates maintenance projects and special assignments. Works in a safe manner when performing mechancial maintenance and repair work of facilities.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength	
	Code	ESSENTIAL FUNCTIONS
1	L	Develops and carries out an on-going inspection and preventative maintenance program to ensure adequate mechanical operation, including cleaning, adjusting, aligning, and lubricating equipment in compliance with preventative maintenance programs.
2	L	Troubleshoots equipment as referred by work orders or verbal directions, determines necessary repairs, makes recommendations to supervisor regarding actions needed, and performs such work as feasible and appropriate. Troubleshoots and repairs electric motors as required.
3	M	Removes, repairs, and completely overhauls pumps, motors, sludge centrifuge gear drives, mechanical barscreens, chlorinators, gas compressors, valves, blowers, booster pumps, well sites, and other types of equipment related to water or wastewater facilities.
4	Н	Utilizes a variety of mechanical, welding, plumbing, and machinists' tools to fabricate, rebuild, strengthen, and maintain various parts and pieces of plant equipment.

	Physical Strength Code	ESSENTIAL FUNCTIONS
5	M	Maintains a variety of electrical equipment related to water and wastewater facilities, including motors, manual and automatic control centers, panelboards and switch indicators, and remote control equipment.
6	M	Fabricates, assembles, and installs special structures and equipment from blueprints, schematics, drawings, or construction diagrams, including rough and finished carpentry work as needed for repair or remodel.
7	Н	Performs maintenance on large pipes, valves, and related fittings with diameters up to 54-inches.
8	S	Maintains work records, preventative maintenance records, and computer directed preventative maintenance records as required.
9	S	Orders supplies and materials as required for completion of various work assignments and prepares and maintains related documents and records.
10	M	Operates mechanical equipment to diagnose problems and determine repairs as needed.
11	S	Demonstrates a continuous effort to improve operations, decrease turnaround time, streamline work processes, and work cooperatively and jointly to provide quality, seamless customer service.
12	S	Leads, coordinates, mentors, and schedules all maintenance functions for Water Resources Maintenance division.

JOB REQUIREMENTS:

	JOB REQUIREMENTS
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum four years experience in a related field.
Certifications and Other Requirements	Valid Driver's License and the ability to meet Self-Contained Breathing Apparatus (SCBA) physical examination requirements established by the City designated physician and successfully complete departmental SCBA training/certification requirements.
Reading	Work requires the ability to read technical information, daily logs, technical manuals, blueprints, reports, and work orders.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, and division.
Writing	Work requires the ability to write memos, reports, letters, and work orders.
Managerial	Complex - Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Policy/Decision Making	Moderate - The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. More complex work as well as decisions with more significant impacts may be reviewed prior to being finalized.
Technical Skills	Broad Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities.
Interpersonal / Human Relations Skills	Moderate - In addition to the sharing of information, interactions at this level may also include providing advice to others outside direct reporting relationships on specific problems or general policies/procedures. In many of the interactions, contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From $1/3$ to $2/3$ of the time	2/3 or more of the time

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	□ N □ R □ O ⊠ F □ C	 ☑ Making presentations ☑ Observing work site ☑ Observing work duties ☑ Communicating with co-workers 	Pushing/ Pulling	□ N □ R □ O ⊠ F □ C	 ☒ File drawers ☒ Equipment ☐ Tables and chairs ☒ Hoses
Fine Dexterity	□ N □ R □ O □ F ☑ C	☑ Computer keyboard☑ Telephone keypad☑ Calculator☑ Calibrating equipment	Climbing	□ N □ R □ O ⊠ F □ C	⊠ Stairs □ Ladders □ Step stools □ Onto equipment
Walking	□ N □ R □ O ⊠ F □ C	☒ To other departments/offices☒ Around work site	Vision	□ N □ R □ O ⋈ F □ C	☒ Reading☒ Computer screen☒ Driving☒ Observing work site
Lifting	□ N □ R ⊠ O □ F □ C	⊠ Supplies ⊠ Equipment ⊠ Files	Foot Controls	□ N □ R □ O ⋈ F □ C	☑ Driving☑ Operating heavy equipment☐ Operating Dictaphone
Carrying	□ N □ R ⊠ O □ F □ C	☑ Supplies☑ Equipment☑ Files	Balancing	□ N □ R □ O ⋈ F □ C	☑ On ladders☑ On equipment☑ On step stools
Sitting	□ N □ R □ O ⊠ F □ C	☑ Desk work ☑ Meetings ☑ Driving	Bending	□ N □ R □ O ⋈ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground☒ Making repairs
Reaching	□ N □ R □ O ⊠ F □ C	☒ For supplies☒ For files	Crouching	□ N □ R □ O ⊠ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground
Handling	□ N □ R ⊠ O □ F □ C	□ Paperwork □ Monies	Hearing	□ N □ R □ O □ F ⊠ C	⊠ Communicating via telephone/radio, to co-workers/public ☑ Listening to equipment
Kneeling	□ N □ R □ O ⊠ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground	Twisting	□ N □ R □ O ⊠ F □ C	☒ From computer to telephone☒ Getting inside vehicle
Crawling	□ N □ R ⊠ O □ F □ C	☑ Under equipment☑ Inside attics/pipes/ditches	Talking	□ N □ R □ O □ F ⊠ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)	1	•	,

Physical Demands (continue	d)							
Machines, Tools, Equipment	t and Work	Aids:						
Hand tools, power tools, machines & eq			ones, vehicle	S.				
	· · · · · · · · · · · · · · · · · · ·	· · · · · ·						
Computer Fauinment and S	oftwore							
Computer Equipment and S Computer, printer, related software.	ortware:							
Computer, printer, related software.								
Environmental Factors:								
Environmental Condition	ons	Never	Seasonall	y Several T Per Mo		Several Ti Per Wee		Daily
Extreme temperature						_		_
(heat, cold, extreme temp. changes fr work)	om outside		⊠					
Wetness and/or humidity		П	×					П
(bodily discomfort from moisture)								
Respiratory hazards (fumes, gases, chemicals, dust and di	rt)			×				
Noise and vibration	11)					×		
(sufficient to cause hearing loss)			Ц			Δ		Ц
Physical hazards (high voltage, dangerous machinery,	o garaccino							×
prisoners, patients – <u>not customers</u>)	aggressive							
H W 10 C C P								
Health and Safety Condition Health and Safety Conditions	N = Never	R = Rarel	v 0-	Occasionally	F -	Frequently	C -	Constantly
Health and Safety Conditions	Never	Less than	•	or more of		n 1/3 to 2/3		or more of
	occurs	hour per we		the time			the time	
Mechanical hazards						X		
Chemical hazards				X				
Electrical hazards						X		
Fire hazards		X						
Explosives		X						
Communicable diseases						×		
Physical danger or abuse								
Other (specify)								
Primary Work Location:								
☑ Office Environment								
☐ Warehouse								
Shop								
☐ Vehicle	1.0							
☐ Recreation Centers/Neighborhoo ☐ Outdoors	a Centers							
☐ Other (Specify)								
								
Protective Equipment Requi	red:							
Hard hat, safety vest, gloves, harnesses,	boots, safety gl	asses SCBA, a	nd face shiel	d.				

Job Demands

Overall Strength Demands:

	Overall Strength Demands
☐ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
□ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
⊠ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures		×		
Emergency Situations		×		
Frequent Change of Tasks	×			
Irregular Schedule/Overtime	×			
Performing Multiple Tasks Simultaneously	×			
Working Closely with Others as Part of a Team	×			
Tedious or Exacting Work	X			
Noisy/Distracting Environment		×		
Other (Describe below.)				

EXPECTED BEHAVIOR:

Staff – Expected Behavior

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible
- Support the City's values and mission
- Let common sense prevail
- Be visionary anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

I have	reviewed	this j	job	analysis	and	its	attachments	and	find	it to	be	an	accurate	description	of 1	the
demand	ds of this j	job.														

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
ob Title of Department Director	Signature of Department Director	Date
ents:		

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.